

# JOB VACANCY

Position Title:	<b>International Students Advisor</b>
Location:	Ensign Global University, Kpong
Department:	Registry
Job Type:	Full Time
Industry:	Education
Report To:	Registrar

Application Deadline: 10 February 2025

## Job Description

The International Students Advisor provides guidance and support to international students, helping them navigate academic, cultural, and personal challenges. This role involves advising students on immigration policies, visa requirements, academic matters, and adjustment to life in the host country.

## Main Duties & Responsibilities

- Develop and implement policies to guide the operations of the University's International Office.
- Market the University in the international space.
- Manage strategies to attract and retain international students.
- Work with the Admissions Office to process the applications of international students.
- Oversee the enrolment process, orientation, accommodation, and feeding, of international students.
- Ensure the University complies with all immigration regulations.
- Establish and manage all partnership agreements with international institutions within and outside Ghana.
- Supervise and provide the needed assistance to all visiting and exchange students of our international partner institution.
- Provides advisory services related to academic, personal, and cultural adjustment
- Submit data on international student enrollment, retention, and satisfaction one month after every admission window.
- Co-ordinate & Participate in events – fairs, workshops, or cultural celebrations, etc.

## Qualifications

### 1. Education:

- A Bachelor's degree in Guidance & Counselling, Psychology, or a related field and a Master's degree in International Relations.
- Proficiency in at least one other widely spoken international language (e.g., French, Spanish, Mandarin, Arabic) is required to foster effective communication with global partners and support international student needs.

### 2. Experience:

- Previous experience in student advising, counseling, or working with diverse populations.
- Familiarity with issues facing international students, such as cultural adjustment and visa compliance.
- Knowledgeable in organizing events, workshops, or orientation sessions.

### 3. Skills:

- Excellent interpersonal and communication skills.
- Cross-cultural sensitivity and understanding.
- Knowledge of immigration policies and visa requirements
- Problem-solving and conflict-resolution skills.

### What We Offer:

- Competitive salary
- A dynamic team committed to achieving organisational goal
- Collaborative, dynamic and serene work environment.

### How to Apply:

Interested candidates should submit their resume and a brief cover letter outlining their relevant experience and interest in the position to [hrdept@ensign.edu.gh](mailto:hrdept@ensign.edu.gh) with the subject line “**International Students Advisor**”.

**NB: Only shortlisted candidates will be contacted**